

YOUTH SERVICES POLICY

Title: Housing Perquisites Next Annual Review Date: 07/17/2010	Type: A. Administrative Sub Type: 6. Employment Related Guidelines Number: A.6.1
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References: Division of Administration's Policy and Procedure Memoranda No. 73; Civil Service Rules 1.9.02, 6.13(a), 6.3.1; and La. R.S. 15:834.1 and 39:78	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 07/17/2009

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Deputy Secretary's policy regarding state-owned housing, assignment, rates, repairs and maintenance.

III. APPLICABILITY:

Assistant Secretary, Undersecretary or designee, Deputy Assistant Secretaries, Facility Directors, Deputy Directors, Assistant Directors, and any other personnel residing in state-owned housing.

IV. POLICY:

It is the Deputy Secretary's policy that each Facility Director, with approval by the Deputy Secretary, shall define, based upon the availability of housing and the unique needs of each facility, which staff shall be required to occupy state housing and; therefore, be available for duty at all times to promote safe, stable and effective operations on a 24-hour basis. Such assignment would generally include, but not be limited to, ranking administrative and custody staff, maintenance staff, and medical/mental health staff to maintain a ready reserve force. Such housing should be provided rent-free, but nominal rents (not exceeding \$200.00 per month), may be assessed based upon budget requirements.

Payroll deductions for federal taxes shall be made if the employee does not qualify for exclusion of this benefit from gross income calculations.

V. PROCEDURES:

- A. Each facility shall be responsible for the collection of rents, when applicable, which will be deposited into the facility's general operating appropriation as self-generated revenue.
- B. The occupant is responsible for the timely reporting of needed repairs and maintenance. Facilities will be responsible for maintaining records on repairs, maintenance and the costs associated therewith.
- C. Where necessary and applicable, waiting lists for housing shall be maintained by the facility.
- D. Revocation of housing assignments will be made by the Director, with approval by the Deputy Secretary, when necessary. Circumstances warranting revocation of assignment include, but are not necessarily limited to the following:
 - 1. Violation of health and safety standards;
 - 2. Failure of employee to notify the Director of changes in the number and status of occupants of the residence within fifteen days of change. A record shall be established on each residence indicating the number and relationship of all occupants reported on the housing survey report, or upon assignment;
 - 3. Employees and their families who do not conform to the rules and policies of Youth Services (YS) and the laws of the State of Louisiana and whose conduct is not in keeping with the best interest of YS may be required to vacate assigned housing; and/or
 - 4. The Director, with approval by the Deputy Secretary, reserves the option to review housing assignments at any time to adjust priority housing assignments or cancel assignment when it is in the best interest of YS.

Previous Regulation/Policy Number: A.6.1
Previous Effective Date: 09/19/2005



Attachments/References: A.6.1 PPM73.pdf